



Embassy of the United States of America
Tashkent, Uzbekistan

Date:

November 18, 2020

Address: U.S. Embassy Tashkent
3 Mayqorghon Street, Tashkent
Uzbekistan 100093

Minutes From Pre-Proposal Conference of 11/18/2020
Request for Quotation (RFQ) Number 19UZ8021Q0003

Introduction

Contracting Officer, Kelly Buenrostro, welcomed all attendees, and introduced U.S. Embassy Tashkent Team:

Sukhrat Arifdjanov – Procurement and Contracting Supervisor
Irina Mezentseva – Procurement Agent

Preamble

The meeting purpose is pre-proposal discussion for a contract for Landscaping and Janitorial services for the Embassy of the United States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement paragraph 1, Section 1, page 5.

Before starting of discussion of the Solicitation Package, Contracting officer mentioned that he has two main requirements. The first is to read the solicitation document very carefully, and the second to submit proposal in compliance with solicitation requirements. If you worked in past with US Embassy but did not submit proposal in compliance with solicitation it does not mean that you will be awarded. Section 3 on page 38 provides you with clear instructions what must be included to complete proposal package. Section 4 on page 42 provide is exactly what we will use to evaluate your proposal. If you have

questions please go to page 42. If something is not on this list than it will not be evaluated.

My colleagues will follow you with pricing, how to calculate. Make sure that you make accurate calculation.

That is where your responsibility begins. How we say, "First impression is like the last impression".

If you have any questions, it must come to in writing in e-mail

Tashkentprocurement@state.gov . Please copy me to each e-mail, my e-mail address is in my business card. We will set a dead line for questions and then we will collect all questions and answers and send them to your e-mails in the same time. That is the way I would like to work, to make a transparency and that will help you to make accurate calculation.

Then, I will tell you good buy and give you to the Procurement and Housing offices who will explain you how to complete FS-1449.

Irina Mezentseva:

It was noted that proposals should be submitted no later than 11 am of November 23, 2020. Proposals submitted late will not be accepted for consideration.

Proposals must be in a sealed envelope marked "Quotation 19UZ8021Q0002 Enclosed".

In order for a proposal to be considered, you must also complete and submit the following:

SF-1449, Section 12, 17, 23, 24, 30.

Where:

12 – Discount terms (if any)

17 – Company name

23 – Unit price

24 – Total amount

30 – Name and title, signature and date

That is firm fixed contract..

After establishing the contract, the US government reserves the right to decide of its extension or completion of work under the contract. The Contractor will be notified of the decision in writing. In this regard, the US government expects that prices will be given, based on the possibility of renewal (Option years).

Please open page 6. There is Pricing

Page 38. Defense base Act (DBA) insurance.

This kind of insurance must be included for this contract. Please see the DOL web site where you can purchase it. DBA insurance cost must be included to your commercial proposal.

Please note that you will have to purchase DBA insurance only if Contract awarded to you.

Discussion of the Solicitation Package

The following sections of solicitation were highlighted:

I. Performance Work Statement:

The meeting purpose is to make a contract for Janitorial services for the Embassy of the United States of America in Tashkent, Uzbekistan in accordance with Performance Work Statement paragraph 1, Section 1, page 5.

The contract will be for one-year period from the date of the contract award (Base Period).

II. Section 3 discussion

All the factors that we will use when considering proposals are specified in section 3, page 38. If submitted proposal missing any information specified in section 3, the proposal can be considered technically unacceptable.

One of the requirements (section 3) intends that you need to specify the value of contracts with customers with whom the company has been working for the past three years.

III. Section 4 discussion

Section 4 on page 16 reflects Evaluation factors:

- Award will be made to the lowest priced, acceptable, responsible offeror. The quoter shall submit a completed solicitation, including Section 1 and 5.
- The Government (Embassy) reserves the right to reject proposals/quotations, which do not conform to the solicitation.
- The Government (Embassy) will determine acceptability by assessing the offeror's compliance with the term if the RFQ to include the technical information required by Section 3.

- The Government (Embassy) will determine Contractor responsibility by analyzing whether the apparent successful offeror complies with the requirement of FAR 9.1, including:
 - Adequate financial resources or the ability to obtain them;
 - Necessary organization, experience, and skills or the ability to obtain them;
 - Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Section 4 should be reviewed carefully to know Embassy requirements.

IV. Section 5 discussion

Section 5 on page 45 talks about SAM registration.

This registration is free of charge and must be updated every year.

Conclusion

We hope that the information obtained will help you to provide acceptable and mutually beneficial offers. All questions might be asked during the meeting or send via electronic mail to address TashkentProcurement@state.gov. We will send the answers to all the companies, that will reflect the transparency of the tender and equal conditions for participation.

Deadline for the question is November 23, 2020 at 11.00

When decision is made, we will inform all in writing about its results, announce the winning company, and separately, each company will be informed why it did not win the tender.

The conference concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.